

Workplan Instructions

Fiscal Year

Workplan			
GOAL: <i>List the specific goal to be achieved.</i>			
Objective Number: 1	Activities/Tasks Needed to Complete This Objective		
Strategy: <i>List the specific strategy number and name to be accomplished.</i>	Steps needed to complete objective	When	Staff Assigned
Sub-Strategy: <i>If, applicable, list the specific sub-strategy number and name.</i>	<i>Indicate step-by-step how each object/strategy will be accomplished. Task must specify the type, frequency, and length of activity. Include other required items that are pertinent to the accomplishment of the goal and completion of the strategy, i.e. communication with OFP consultant, evaluation activities, referral to clinical services, etc.</i>	<i>Indicate by month and year when the specific activity will be conducted.</i>	<i>Specify the individual, group, or agency responsible for each task. If the applicant agency is responsible for a task, identify the staff positions(s). If a subcontracting agency is responsible for a task, identify the subcontractor by name.</i>
Population served in this strategy annually:			
<input type="checkbox"/> Females <input type="checkbox"/> Males <input type="checkbox"/> Both <i>Check appropriate target population.</i>			
# Ages served by this strategy: <i>Indicate the numbers served for each age group.</i>			
11 and younger			
12 – 14			
15 – 19			
20 – 24			
25 and older			
# Ethnic group(s) served: <i>Indicate the ethnic group served.</i>			
American Indian			
Asian			
Black/African American			
Latino/Hispanic			
White			
Multiracial/Ethnic			
Other			
Unknown			
Strategy will reach a minimum of: <i>Indicate the number of participants to be reached; the number of sessions each participant will be receiving; and the length of each session.</i>			
Number of participants			
Number of sessions/ presentations/meetings/activities			
Length in minutes			
Is curriculum used?	Sites of Service		
<input type="checkbox"/> No <input type="checkbox"/> Yes	1. <i>List each site and city where this objective will be implemented.</i>	6.	
Title: <i>List title of curriculum if used.</i>	2.	7.	
Strategy part of Statewide Evaluation?	3.	8.	
	4.	9.	
<input type="checkbox"/> No <input type="checkbox"/> Yes	5.	10.	
Outcomes to be achieved by the Objective			
<i>List the results expected, in measurable terms, after a participant completes the objective/strategy.</i>			